



PinnacleSIS
STUDENT INFORMATION SYSTEM

PINNACLE SUITE
DISCIPLINE

User Manual

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Introduction

This document provides instructions for using SIS to track and manage Discipline Incidents in your school or district.

The following chapters describe how to set up and use the Discipline features in SIS:

- [Discipline Administration](#) - Describes how to set up policy settings that affect discipline incidents, including infraction codes and incident response codes.
- [Managing Discipline Incidents](#) - Describes how to create and manage discipline incidents in your school or district, including managing offenders, infractions, witnesses, victims, and responses.
- [Discipline Reports](#) - Describes how to generate Discipline reports in SIS.

Discipline Administration

Before you can record discipline incidents and related discipline information in SIS, a district administrator must set up the following:

- [Discipline Policy Options](#)
- [Discipline Roles and Permissions](#)
- [Discipline Lookup Code Tables](#)

Discipline Policy Options

In order to use the [Discipline](#) features in SIS, a district administrator must define the discipline infraction and response codes that are available in the district. If no codes exist in the district, schools cannot create and save discipline incident/response records.

SIS provides an initial set of common codes which you can modify to meet your needs, or you can add your own infraction and response codes. See the following topics for more information about Discipline Policy Options:

- [Discipline Response Codes](#)
- [Discipline Infraction Codes](#)
- [Discipline Options](#)

You can define and modify discipline infraction and response codes at the district level only.

Discipline Response Codes

Discipline response codes define the different types of responses that can be associated with discipline incidents in Pinnacle SIS. For example, your district might set up response codes for detentions, suspensions, and expulsions. Schools must select a response code when [adding a response to a discipline incident](#).

This topic includes the following procedures:

- [Add Discipline Response Codes](#)
- [Edit Discipline Response Codes](#)
- [Delete Discipline Response Codes](#)

Note: You can define and modify discipline response codes at the district level only.

Add Discipline Response Codes

To add a discipline response code, perform the following steps:

1. Sign in at the district level.
2. Go to **Admin > Policy Manager**. The Policy Manager page appears.
3. Select the **School Year** for which you want to define response codes.
4. Click **Discipline**, then click **Discipline Response Codes**. The Discipline Response Codes page appears. Any existing codes appear in the list.
5. Click the **Add New** link. The Discipline Response Code Settings dialog box appears.

Local Code	Description	School Types	State Code
<input type="checkbox"/>	ALD	Alcohol Distribution	C,E,H,M L
<input type="checkbox"/>	ALPOS	Alcohol Possession	C,E,H,M L
<input type="checkbox"/>	ALUSE	Alcohol Use	C,E,H,M L
<input type="checkbox"/>	ARS	Arson	C,E,H,M Y
<input type="checkbox"/>	ARS1	USCO Arson First Degree	C,E,H,M Y
<input type="checkbox"/>	ASMWI	Assault Staff Mem W/Injury	C,E,H,M I
<input type="checkbox"/>	ASMWOI	Assault Staff Mem W/O Injury	C,E,H,M V
<input type="checkbox"/>	ATP	Attendance Policy and Truancy	C,E,H,M T

6. Define the following options:
 - **Code** - Type a code between 1 and 8 characters. Code IDs should not contain spaces or punctuation marks.

- **This Code is Inactive** - Select this check box if you do not want users to be able to select the code when adding a discipline incident response. By default, this check box is clear, meaning that the code is Active.
 - **Description** - Type a description of the response code, up to 30 characters.
 - **State Code** - Type the equivalent state code for this response code. (Optional)
 - **Priority Code** - Not currently used.
7. To associate the response code with specific infractions, select check boxes next to the infraction codes in the **Associated Infractions** section.


Note: If the **Limit response codes based on selected infraction** check box is selected in the [Discipline Options](#) policy, the response code will only be available for selection for infractions of the types selected here.

8. Click **OK**. The dialog box closes and the new code appears in the list.


Edit Discipline Response Codes

You can edit information for a discipline response code, except for the Code field which cannot be changed.


To edit a discipline response code:

1. Perform steps 1-4 in [Add Discipline Response Codes](#).
2. Click the **Edit** icon  in the row you want to edit. The Discipline Response Code Settings dialog box appears.
3. Update the code information, as needed.
4. Click **OK**.

Delete Discipline Response Codes

You can delete response codes that are no longer needed. However, codes that are in use by an existing discipline incident cannot be deleted. These codes are identified by an icon in the far right column of the response code table .

To delete a discipline response code:

1. Perform steps 1-4 in [Add Discipline Response Codes](#).
2. Click the **Delete** icon  in the row you want to delete. A confirmation message appears.
3. Click **OK**. The code is deleted.

Discipline Infraction Codes

Discipline infraction codes define the different types of infractions that can be associated with discipline incidents in SIS. When a discipline incident is recorded by a school, one or more infraction codes can be associated with the incident.

Discipline infraction codes can be defined by administrators at the district level only. When a new code is added, you can define the default demerits and number of hours detention received by students who commit an infraction of that type. Infraction codes can also be designated as requiring mandatory suspensions or expulsions in the district.

This topic includes the following procedures:

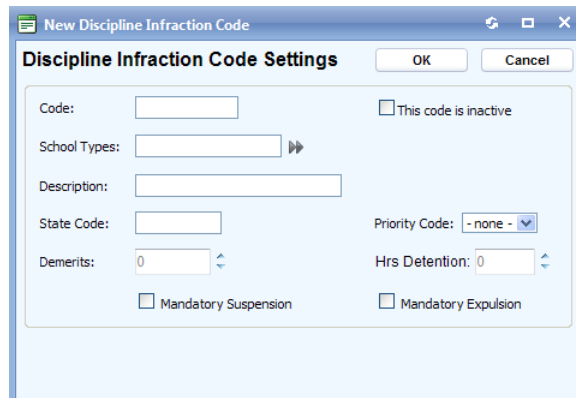
- [Add Discipline Infraction Codes](#)
- [Edit Discipline Infraction Codes](#)
- [Delete Discipline Infraction Codes](#)

Note: You can define and modify discipline infraction codes at the district level only.

Add Discipline Infraction Codes

To add discipline infraction codes, perform the following steps:

1. Sign in at the district level.
2. Go to **Admin > Policy Manager**. The Policy Manager page appears.
3. Select the **School Year** for which you want to define infraction codes.
4. Click **Discipline**, then click **Discipline Infraction Codes**. Any existing codes appear in the list.
5. Click the **Add New** link. The **Discipline Infraction Code Settings** dialog box appears.



6. Define the following options:
 - **Code** - Type a code for the infraction between 1 and 8 characters. Code IDs should not contain spaces or punctuation.
 - **This Code is Inactive** - Select this check box if you do not want users to select the code when managing a discipline incident record. By default, this check box is clear, meaning that the code is Active.

- **School Types** - Click the arrow button, select check boxes next to the types of schools at which you want the infraction code to be available, then click **Select**. For example, some infractions are frequent in high schools but rare in elementary schools.

Discipline Infraction Code Settings

Code:

School Types:

Description:

State Code:

☐ K-12 combined (C)
☐ Elementary (E)
☐ High School (H)
☐ Middle / Jr High (M)

Select

- **Description** - Type a description of the infraction code, up to 30 characters.
- **State Code** - Type the equivalent state code for this infraction code. (Optional)
- **Demerits** - Type the default number of demerits given to a student who commits an infraction of this type. This number can be overridden on a specific student infraction record.
- **Priority Code** - Select the appropriate priority for infractions of this type from the list. Options are defined in the DISPRIO lookup table.
- **Hrs Detention** - Type the default number of hours of detention that is usually given to students for this infraction. This number can be overridden for a specific student infraction. Assigning hours of detention to an infraction is for informational and reporting purposes.

Note: You may want to [add a response to an incident](#) when a student is assigned detention. More details can be included in the response record, including a range of dates, the teacher responsible, etc.

- **Mandatory Suspension** - Select this check box if students who commit infractions of this type receive a mandatory suspension in your district.
- **Mandatory Expulsion** - Select this check box if students who commit infractions of this type receive a mandatory expulsion in your district.

7. Click **OK**. The dialog box closes and the new infraction code appears in the list.


Edit Discipline Infraction Codes

You can edit information for a discipline infraction code, except for the Code field which cannot be changed.


To edit a discipline infraction code:

1. Perform steps 1-4 in [Add Discipline Infraction Codes](#).
2. Click the **Edit** icon in the row you want to edit.
3. Update the code information, as needed.
4. Click **OK**.

Delete Discipline Infraction Codes

You can delete infraction codes that are no longer needed. However, codes that are in use by an existing discipline incident cannot be deleted. These codes are identified by an icon  in the far right column of the infraction code table.

To delete a discipline infraction code:

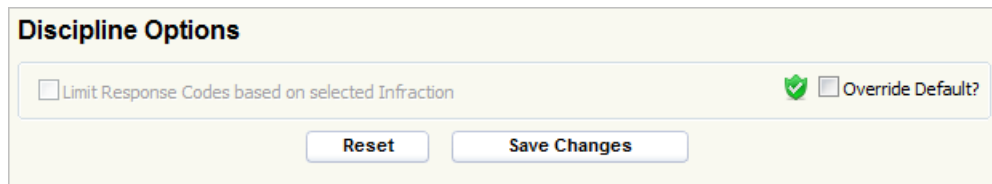
1. Perform steps 1-4 in [Add Discipline Infraction Codes](#).
2. Click the **Delete** icon  in the row you want to delete. A confirmation message appears.
3. Click **OK**. The code is deleted.

Discipline Options


The Discipline Options policies define how discipline incidents are tracked and recorded throughout the system. These settings can be defined at the district level only.

To specify discipline options, perform the following steps:

1. Sign in at the district level.
2. Go to **Admin > Policy Manager**. The Policy Manager page appears.
3. Select the **School Year** for which you want to set discipline options.
4. Click **Discipline**, then click **Discipline Options**. The Discipline Options page appears.



Discipline Options

☐ Limit Response Codes based on selected Infraction  ☐ Override Default?

Reset **Save Changes**

5. Select the following option, as needed:
 - **Limit Response Codes based on selected Infraction** - Select to limit the response codes that can be selected when adding a discipline incident response to those associated with the relevant infraction. Administrators can associate infractions with a response code in the [Discipline Response Codes](#) policy page.
6. Click **Save Changes**.

Discipline Roles and Permissions

If you are an administrator, you can use a number of application security areas (ASAs) to control access to the Discipline features in SIS.

For each role, you can set permissions for the STDISCIPLINE ASA to control access to all Discipline pages, records, and features in SIS. Permissions for this security area override any permissions set for all other Discipline security areas.

Alternatively, you can set permissions for each type of Discipline record individually using the STDISCIPLINEINCIDENT, STDISCIPLINEINFRACTION, STDISCIPLINEOFFENDER, STDISCIPLINERESPONSE, STDISCIPLINEVICTIM, and STDISCIPLINEWITNESS ASAs. If you choose to set permissions for these ASAs, you must clear all permissions for the STDISCIPLINE ASA.

The following table describes the application security areas that affect Discipline features:

Application Security Area	Description	Function Performed
STDISCIPLINE	Student Discipline	<p>Controls access to discipline incidents and related information throughout SIS, including the Discipline Incident Log, the Discipline Incident page, and the Discipline tab on the Students page.</p> <p>When the STDISCIPLINE security area has at least one permission selected, it overrides all other discipline security areas.</p> <p>The permissions specified for STDISCIPLINE apply to all elements of a discipline incident and all tabs on the Discipline Incident page (infractions, responses, witnesses, etc.).</p> <p>To control access to specific tabs on the Discipline Incident page, clear all of the permissions for the STDISCIPLINE security area, then enable permissions for the other relevant Discipline security areas.</p> <p>Note: Users with READ permissions can view and edit any discipline incidents they created previously, even if they do not have EDIT permissions.</p>
STDISCIPLINEINCIDENT	Discipline Incident	<p>Specifies permissions for discipline incidents throughout SIS and controls access to the Incident tab of the Discipline Incident page.</p> <p>Note: This application security area is ignored if any permissions have been specified for the STDISCIPLINE application security area.</p>
STDISCIPLINEINFRACTION	Discipline Infraction	<p>Specifies permissions for discipline infractions throughout SIS and controls access to the Infractions tab of the Discipline Incident page, the Add Infraction dialog box, and infraction information in the Discipline Incident Log and Student page Discipline tab.</p> <p>Note: This application security area is ignored if any permissions have been specified for the STDISCIPLINE application security area.</p>
STDISCIPLINEOFFENDER	Discipline Offender	<p>Controls access to the Offenders tab of the Discipline Incident page.</p> <p>Note: This application security area is ignored if any permissions have been specified for the STDISCIPLINE application security area.</p>
STDISCIPLINERESPONSE	Discipline Response	<p>Specifies permissions for discipline responses throughout SIS and controls access to the Responses tab of the Discipline Incident page, the Add Response dialog box, and response information in the Discipline Incident Log and Student page Discipline tab.</p> <p>Note: This application security area is ignored if any permissions have been specified for the STDISCIPLINE application security area.</p>

STDISCIPLINEVICTIM	Discipline Victim	Controls access to the Victims tab of the Discipline Incident page. Note: This application security area is ignored if any permissions have been specified for the STDISCIPLINE application security area.
STDISCIPLINEWITNESS	Discipline Witness	Controls access to the Witnesses tab of the Discipline Incident page. Note: This application security area is ignored if any permissions have been specified for the STDISCIPLINE application security area.

Note: See the 'Role Security Area Permissions' section in the SIS Online Help for more information about setting up roles and permissions in SIS.

Discipline Lookup Code Tables

The following default lookup tables are used when working with [Discipline Incidents](#) in SIS. Typically, these lookup tables are populated with values during implementation, but you can add, modify, and delete codes in these tables, as needed. For more information, see Edit Lookup Tables in the SIS Online Help.

Note: Your implementation might contain additional lookup tables.

Code Table	Name	Description	Used By
Discipline Incident Reporter Code	DISREPR	Define the type of person reporting a discipline incident, such as Student, Teacher, Law Enforcement Officer, etc.	Discipline Incident > Incident tab > Reported By (Type) field
Discipline Incident Weapon Type	DISWEAP	Defines the different types of weapons used in a discipline incident, such as Knife, Other Weapon, etc.	Discipline Incident > Offender tab > Add Offender dialog box > Weapon field
Discipline Infraction Category	DISINFCAT	Defines a discipline infraction category.	Discipline Incident > Infraction tab > Add Infraction dialog box > Category field
Discipline Law Enforcement Response	DISLER	Defines possible law enforcement responses to an infraction, such as Probation, Felony, No Charges, etc.	Discipline Incident > Responses tab > Add Response dialog box > Law Enforcement Result field
Discipline Offender Adjudication	DISADJUD	Defines the possible adjudications related to a discipline incident.	Discipline Incident > Offender tab > Add Offender dialog box > Adjudication Code field
Discipline Offender Arrest Code	DISARREST	Defines the possible arrest codes that can be recorded for an offender who was arrested for their involvement in a discipline incident.	Discipline Incident > Offender tab > Add Offender dialog box > Arrest Code field
Discipline Offender Motivation Codes	DISMOTIV	Defines the possible motivations for offenders who are associated with a discipline incident, such as Adult Attention, Peer Attention, etc.	Discipline Incident > Offender tab > Add Offender dialog box > Motivation field
Discipline Offender Trigger Codes	DISTRIG	Defines the possible triggers that might have caused an offender to commit an infraction.	Discipline Incident > Offender tab > Add Offender dialog box > Trigger field
Discipline Offender Type	DISOFF	Defines the type of person who is an offender in a discipline incident, such as Student, Teacher, Parent, etc.	Discipline Incident > Offender tab > Add Offender dialog box > Relation to School field

Discipline Offender Weapon Detection Method	DISWPDET	Defines the different methods used to detect weapons used in a discipline incident, such as Metal Detector, etc.	Discipline Incident > Offender tab > Add Offender dialog box > Weapon Detection Method field
Discipline Priority Codes	DISPRIO	Defines the priority codes that can be assigned to specific discipline incidents and to the discipline incident response and infraction codes in the Policy Manager.	Discipline Incident > Incident tab > Priority field Admin > Policy Manager > Discipline Infraction Codes > Priority Code field Admin > Policy Manager > Discipline Response Codes > Priority Code field
Discipline Time Occurred Code	DISTIME	Defines the time codes that can be associated with discipline incidents. Time codes describe a time during the school day, such as Lunch, Morning Classes, After School, etc., and are used to provide additional information about when a discipline incident occurred.	Discipline Incident > Incident tab > Time Code field
Discipline Victim Injury Level	INJURLEV	Defines the level of injury sustained by a victim in a discipline incident, such as No Injury, Minor Injury, etc.	Discipline Incident > Victim tab > Add Victim dialog box > Injury Level field
Discipline Victim Types	DISVICT	Defines the type of person who is the victim of a discipline incident, such as Student, Teacher, Parent, etc.	Discipline Incident > Victim tab > Add Victim dialog box > Relation to School field
Parent Notified	DISPARNT	Defines codes for specifying whether an offender's parents have been notified of a discipline incident.	Discipline Incident > Offender tab > Add Offender dialog box > Parent Notified field

Discipline Incidents

SIS enables you to create and manage discipline incidents in your school or district. For each incident, you can record the students involved in the incident (offenders, victims, and witnesses), define infractions for each offender, and add incident responses for specific infractions and offenders.

You can manage discipline incidents from two locations in SIS:

- The **Discipline Incident Log** displays a list of all incidents in the district or school. You can filter the list of incidents by date, incident number, school (district-level only), offender, infraction code, and the person who reported the incident.
- The **Discipline tab on the Student page** displays a list of incidents for which that student is an offender, and lists any responses to the incidents and associated infractions.

You can add, modify, and delete discipline incidents from both locations; the only difference is that when you add a new incident from a Student record, the student is added to the incident as an offender automatically.

Discipline Incident Tasks

See the following topics for more information on working with discipline incidents in the Discipline Incident Log or Student record Discipline tab:

- [View Discipline Incidents](#)
- [Add a New Discipline Incident](#)
 - [Add Incident Offenders](#)
 - [Add Incident Infractions](#)
 - [Add Incident Responses](#)
 - [Add Incident Victims](#)
 - [Add Incident Witnesses](#)
- [Edit a Discipline Incident](#)
- [Delete a Discipline Incident](#)
- [Manage a Student's Discipline Incidents](#)

Note: To work with discipline incidents, you must be signed in to the district or school for the current school year.

View Discipline Incidents

You can view discipline incidents in both the Discipline Incident Log and the Discipline tab on the Students page. Unless noted, the following procedures apply to working with discipline incidents in both locations.


This topic includes the following procedures:

- [View a List of Discipline Incidents](#)
- [Filter Discipline Incidents by Date](#)
- [Filter the Discipline Incident Log](#)
- [Export a List of Discipline Incidents](#)
- [Run the Discipline Incident Report](#)

View a List of Discipline Incidents

To view a list of existing discipline incidents, do the following:

1. Sign in to your school or district for the current year.
2. Do one of the following:
 - Go to **View > Discipline Incident Log**. The Discipline Incident Log page appears, listing all incidents in the school or district.



Discipline Incident Log

- Go to **View > Students**. Find and select the student, then click the **Discipline** tab. All incidents in which the student is identified as an offender are listed.

Students | New Student | Enroll Existing Student | Alerts | No Photo Available

Baker, Taylor
Student ID: 101132 [2662]
Grade: 03, Female, Age 9, Class Of N/A

SOR: All Saints Catholic School (GD3609) [14]
Status: Active
Team: N/A

2011 SOR: All Saints Catholic
Team: N/A

General | Attendance | Citizenship | Confidential | Photos | Grade History | Grades | **Discipline** | Enrollment | Requests | Schedule

Plan | Activities & Awards | Services & Guidance | Programs | Health | Transportation | Notes | ELA | Test Scores | Contacts

Date Range: All Dates | Add New | Expand All | Refresh

Incident (Infractions)	Date Occurred	School	Location	Reported By	Demerits	Hrs Detention	Actions
▶ graffiti (1)	5/12/2011	All Saints Catholic St	Playground	Administrator	7	5	[Edit] [Delete]

Showing 1 to 2 of 2 | Show 10 per page | Page: 1 of 1

☐ Show only responses for selected infraction

Date	End Date	Response	Resp. Staff	Perm	Comment	Actions
5/17/2011		Handbook Violation		True		[Edit] [Delete]

- To view infractions associated with an incident, do one of the following:
 - Click the arrow in the far left column of the table to display related infractions below the incident. The number of infractions for each incident is shown in parentheses in the **Incident** column.
 - Click the **Expand All** button to display all infractions in the table.
- To view details of an existing incident, click the **Edit** icon [Edit] in the relevant row. The Edit Incident page appears, displaying details of the [Incident](#), [Offenders](#), [Infractions](#), [Responses](#), [Victims](#), and [Witnesses](#) on the relevant tabs.

Filter Discipline Incidents by Date

You can filter the list of incidents in the Discipline Incident Log or Student record Discipline tab by date.

- Click the calendar icon next to the **Date Range** box. The Select a Date Range dialog box appears.

Discipline Incident Log | Add New | Expand All | View Report

Date Range: All Dates | [Calendar Icon]

Reported by: Show All

Incident (Infractions)	Date Occurred	Incident Number
▶ graffiti (1)	5/12/2011	51

Select a date range:

All Dates [v]

From: All Dates

To:


Cancel OK

- Select a date range from the list, or select **Custom** to define your own range of dates.
- If you selected **Custom**, type dates in the **From** and **To** boxes, or select dates from the shortcut calendars.
- Click **OK**. The list of incidents is updated to match the date range.


Filter the Discipline Incident Log


You can apply additional filters to the list of discipline incidents in the Discipline Incident Log, as follows:


1. Perform the steps in [View a Discipline Incident](#).
2. Click the **Filter** button. A set of fields appears above the list of incidents.



























Discipline Incident Log

 Add New

 Expand All

 View Report

 Refresh
 

 Filter

Incident (Infractions)	Date Occurred	Incident Number	Offenders	Priority	School	Location	Reported By	Actions
▶ hands off violation (1)	1/21/2011	210089	Reagan Schonrock		Angel House Preschool			 
Incident (0)	11/29/2011	216725			Angel House Preschool		Jamie L Zydz	 
test incident BVT1205 (0)	12/5/2011	216728			Angel House Preschool	auditorium		 
▶ aaa111 (1)	1/5/2012	216753	TONY XAYMOUNTRY		Angel House Preschool			 
ins 1 (0)	1/5/2012	216754		Angel House Preschool			 	
ins 1 (0)	1/5/2012	216755		Angel House Preschool			 	
ins 1 (0)	1/5/2012	216756		Angel House Preschool			 	
asdf (0)	1/5/2012	216758		Angel House Preschool			 	
asdf (0)	1/5/2012	216759		Angel House Preschool			 	
fdgdfg (0)	1/5/2012	216765			Angel House Preschool			 

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Show 10 per page


Page: 1 of 2


◀ ▶

3. To apply other filters, select or type information in the following boxes (Discipline Incident Log only):
 - **Reported By** - Select the type of person who reported the incident from the list, for example, Student or Administrator.
 - **Incident Number** - If you know the incident number, type it in the text box. Incident numbers are generated by the system.
 - **Offenders** - Type all or part of an offender's name in the text box.
 - **School** - Select a school from the list. (District-level only)
 - **Infractions** - Select an infraction code from the list.
 - **Notify Administrator** - Select Yes or No to include incidents with the Notify Administrator flag enabled or disabled.
4. Click **Update**. The list of incidents is updated to display only those incidents that match your filters.
5. To remove all filters, click the **Reset All** link, then click **Update**.

Export a List of Discipline Incidents

You can export the list of incidents and infractions from the Discipline Incident Log or Student record Discipline tab to a file that you can then print or open in another application.

1. Perform the steps in [View a Discipline Incident](#).
2. [Filter the list](#) to display the incidents you want to export.
3. Do one of the following:
 - Click the **Create PDF Report** icon  to export the list to a PDF file than can be opened in Adobe Acrobat.

- Click the **Create Excel Report** icon  to export the list to a spreadsheet file than can be opened in Microsoft Excel.

A confirmation message appears, prompting you to open or save the file. The message varies by browser.

4. Choose whether to save or open the file.

Run the Discipline Incident Detail Report

You can run the [Discipline Incident Detail \(8055\)](#) report directly from the Discipline Incident Log. This report shows details of the selected discipline incident, including all involved parties, comments, and responses.

To run the Discipline Incident Detail report:

1. Go to **View > Discipline Incident Log**.
2. Click the incident for which you want to run the report.
3. Click the **View Report** button. The Report Viewer opens and the report is generated. See the [Work with Reports](#) topic in the online help for more information about printing, exporting, and filtering the report.

Manage Discipline Incidents

You can manage discipline incidents from either the **Discipline Incident Log** or the **Discipline** tab on the Student page.

See the following procedures for more information:

- [Add a New Discipline Incident](#)
- [Edit a Discipline Incident](#)
- [Delete a Discipline Incident](#)

Note: You can perform these procedures at either the school or district level for the current school year only.

Add a New Discipline Incident

When you add a new discipline incident, you first enter basic information about the incident on the Add New Incident page Incident tab, including a title, the date and time at which the incident occurred, and details of the person who reported the incident.

After you save the incident, you can enter additional information on the other tabs. Each new incident must include at least one offender and one infraction. Adding other information, including incident responses, victim information, and witness details, is optional.

To add a new discipline incident, do the following:

1. Log in to the school or district for the current year.
2. Do one of the following:
 - Go to **View > Discipline Incident Log**. The Discipline Incident Log page appears.
 - Go to **View > Students**, find the student who is an offender, then click the **Discipline** tab.


Discipline Incident Log								
Add New Expand All View Report			Refresh Print Filter					
Incident (Infractions)	Date Occurred	Incident Number	Offenders	Priority	School	Location	Reported By	Actions
▶ hands off violation (1)	1/21/2011	210089	Reagan Schonrock		Angel House Preschool			Edit Delete
Incident (0)	11/29/201	216725			Angel House Preschool		Jamie L Zydz	Edit Delete
test incident BVT1205 (0)	12/5/2011	216728			Angel House Preschool	auditorium	Shelly Sadler	Edit Delete
▶ aaa111 (1)	1/5/2012	216753	TONY XAYMOUNTRY		Angel House Preschool			Edit Delete
ins 1 (0)	1/5/2012	216754			Angel House Preschool			Edit Delete
ins 1 (0)	1/5/2012	216755			Angel House Preschool			Edit Delete
ins 1 (0)	1/5/2012	216756			Angel House Preschool			Edit Delete
asdf (0)	1/5/2012	216758			Angel House Preschool			Edit Delete
asdf (0)	1/5/2012	216759			Angel House Preschool			Edit Delete
fdgdfg (0)	1/5/2012	216765			Angel House Preschool			Edit Delete

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3. Click the **Add New** button. A drop-down menu appears.
4. Click **Incident**. The Add New Incident page appears.


Add New Incident

[Back to Discipline Incident Log](#)



New Incident: ID #

1.Incident
 2.Offenders
 3.Infractions
 4.Responses
 5.Victims
 6.Witnesses

Save Progress
 Cancel
 Next »
 Finished

Incident Details

Title (brief description): * * required

Date Occurred: 1/10/2012  Time:  Time Code:

Time Details:


School: Angel House Preschool

Location:

Location Details:



Priority:

Reporting Information

Date Reported: 1/10/2012 


Reported By: (type): Student (1)

Reported By Details:

Staff Member:  

Other: First Name Last Name

Name of Local Law Enforcement:

Comments: 

Flags:
 ☐ Violence
 ☐ Alcohol
 ☐ Hate Crime
 ☐ Drugs
 ☐ Police Report
 ☐ Gang
 ☐ Property Damage
 ☐ Weapon

Damage Cost: \$

5. Enter the following information in the **Incident Details** section:

- **Title** (brief description) - Type a title for the incident. This text is used as the incident description in the Discipline Incident Log. (Required)
- **Date Occurred** - Type the date on which the incident occurred, or select a date from the shortcut calendar. The current date displays here automatically.
- **Time** - Type the time at which the incident occurred, in HH:MM AM/PM format, or click the clock icon and select the time from the list.
- **Time Code** - Select the time of day the incident occurred from the list, such as Morning Classes. Time codes are defined by an administrator in the DISTIME lookup table.
- **Time Details** - Type any additional information about when the incident occurred.
- **School** - Select the school at which the incident occurred. If you are working at the school level, your school is selected automatically.
- **Location** - Select the location within the school at which the incident occurred. Locations are defined by an administrator in the SCHLOC lookup table.
- **Location Details** - Type any additional information about where the incident occurred.

- **Priority** - Select the priority of the incident. Priority codes are defined by an administrator in the DISPRIO lookup table. Default priorities are from 1 (highest) to 5 (lowest).
6. Enter the following information in the **Reporting Information** section:
- **Date Reported** - Type the date on which the incident was reported, or select a date from the shortcut calendar. The current date displays here automatically.
 - **Reported By (type)** - Select the type of person who reported the incident from the list. Administrator displays automatically.
 - **Reported By Details** - Type any additional information about the person who reported the incident.
 - **Staff Member** - If the person who reported the incident is a member of staff, click the Search icon and select the person from the Find a Teacher dialog box.
 - **Other** - If the person who reported the incident is not a member of staff, type the person's **First** and **Last** names in the boxes.
 - **Name of Local Law Enforcement** - Type the name of the law enforcement officer to contact regarding the incident.
 - **Flags** - Select any flags that apply to this incident (Violence, Hate Crime, Police Report, Property Damage, Alcohol, Drugs, Gang, Weapon). These flags are used on Discipline reports.
- Note:** These flags are set independently of the offender flags associated with the incident.
- **Damage Cost** - Type a monetary value of the cost of any damage caused by the incident. This can be an estimate that you can change later.
 - **Comments** - Type any additional relevant information that will assist anyone responding to or viewing the incident details.
7. Click **Save Progress**. The page refreshes and other tabs are enabled so you can complete the remainder of the incident's information. The dialog box remains open.
8. Enter information on the following tabs:
- [Offenders](#) - Add details of one or more offenders who caused the incident.
 - [Infractions](#) - Add one or more infractions to the incident and associate each infraction with one or more offenders.
 - [Responses](#) - Add one or more responses for specific offenders and infractions.(Optional)
 - [Victims](#) - Add details of any victims of the incident. (Optional)
 - [Witnesses](#) - Add details of any witnesses to the incident. (Optional)
- Note:** You do not need to enter information on all tabs when you add the incident. You can save the incident at any time and edit it later to add additional information. Some tabs might not be available, depending on the permissions associated with your user account.
9. When you finish, click the **Finished** button to save the incident and close the dialog box.

Edit a Discipline Incident

To edit an existing discipline incident, do the following:



1. Log in to the school or district for the current year.
2. Do one of the following:
 - Go to **View > Discipline Incident Log**. The Discipline Incident Log page appears.
 - Go to **View > Students**, find the student who is an offender, then click the **Discipline** tab.

Discipline Incident Log								
Add New Expand All View Report			Refresh Print Filter					
Incident (Infractions)	Date Occurred	Incident Number	Offenders	Priority	School	Location	Reported By	Actions
▶ hands off violation (1)	1/21/2011	210089	Reagan Schonrock		Angel House Preschool			Edit Delete
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ins 1 (0)	1/5/2012	216754			Angel House Preschool			Edit Delete
ins 1 (0)	1/5/2012	216755			Angel House Preschool			Edit Delete
ins 1 (0)	1/5/2012	216756			Angel House Preschool			Edit Delete
asdf (0)	1/5/2012	216758			Angel House Preschool			Edit Delete
asdf (0)	1/5/2012	216759			Angel House Preschool			Edit Delete
fdgdfg (0)	1/5/2012	216765			Angel House Preschool			Edit Delete

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3. To view details of an incident, click the **Edit** icon  in the relevant incident row. The Edit Incident page appears.

Note: You can also click the **Edit** icon in an infraction row or response row to edit an infraction or response only.


4. Update the information on each tab, as needed. You can use the **Edit**  and **Delete**  icons on each tab to modify or delete existing Offenders, Infractions, Responses, Victims, and Witnesses, as needed.
5. When you finish updating information on a tab, click **Save Progress**.
6. When you finish, click **Finished** to save the incident and return to the previous page.

Delete a Discipline Incident

You can delete a discipline incident that is no longer needed. When you delete an incident, any associated infractions and responses are also deleted.

To delete a discipline incident, perform the following steps:

1. Sign in to the school or district for the current year.
2. Do one of the following:
 - Go to **View > Discipline Incident Log**. The Discipline Incident Log page appears.
 - Go to **View > Students**, find the student who is an offender, then click the **Discipline** tab.
3. Find the discipline incident you want to delete. If needed, [filter the discipline incident](#) list.

4. Click the **Delete** icon  in the incident row you want to delete. A confirmation message appears.
5. Click **OK**. The incident is deleted.

Offenders

When you add or edit a discipline incident, you can associate offenders with the incident on the Offenders tab. You can add multiple offenders to an incident, as needed.

See the following procedures for more information:

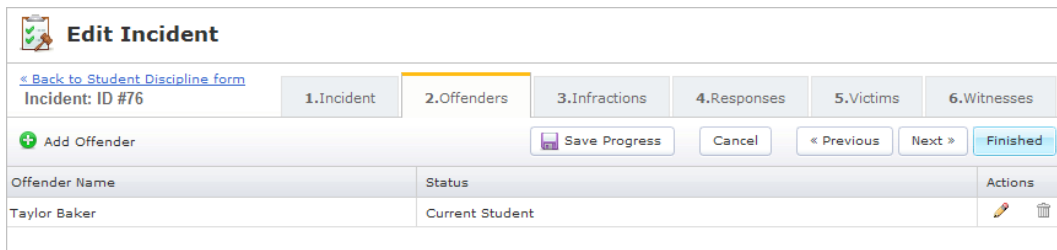
- [Add an Offender](#)
- [Edit Offender Information](#)
- [Delete an Offender](#)

Add an Offender



To add one or more offenders to a discipline incident, perform the following steps:

1. Follow the steps to [add](#) or [edit](#) a discipline incident.
2. Click the **Offenders** tab. Any offenders already associated with the incident are shown in the list.

Note: If you started adding a new incident from the Discipline tab on a Student page, that student is added to the incident as an offender automatically.



The screenshot shows the 'Edit Incident' form with the '2. Offenders' tab selected. The form includes a navigation bar with tabs for 1. Incident, 2. Offenders, 3. Infractions, 4. Responses, 5. Victims, and 6. Witnesses. Below the tabs, there is a table with columns for Offender Name, Status, and Actions. The table contains one row for 'Taylor Baker' with status 'Current Student'. Above the table, there is an 'Add Offender' button and a 'Save Progress' button. The 'Finished' button is also visible.

Offender Name	Status	Actions
Taylor Baker	Current Student	 

3. Click the **Add Offender** button. The Add Offender dialog box appears.

4. If the offender is a student, click the **Find Student** button, find the student you want to add, then click the **Add** button.

The fields in the **Offender Profile** section are populated with information from the student's record and Current Student is selected from the **Relation to School** list. You cannot change this information. Go to step 6 to continue.

5. If the offender is not a student, enter the following information in the **Offender Profile** section:
 - **First Name/Last Name** - Type the offender's first and last name in the text boxes. (Required)
 - **Gender** - Select the offender's gender, either **Male** or **Female**.
 - **Is Hispanic** - Select the check box if the offender is Hispanic.
 - **Primary Ethnicity** - Select the offender's primary ethnicity from the list.
 - **Relation to School** - Select an option from the list to indicate the offender's relationship with the school. These options are defined by an administrator in the DISOFF lookup table.
 - **Other** - If the offender's relationship with the school is not listed, type text to describe the relationship in this text box.
6. Enter the following information in the **Offender Details** section (all fields are optional):
 - **Weapon** - If the offender used a weapon, select it from the list. These options are defined by an administrator in the DISWEAP lookup table.
 - **Weapon Detection Method** - Select the method used to detect the weapon from the list. These options are defined by an administrator in the DISWPDET lookup table.
 - **Weapon Details** - Type any additional details about the weapon used by the offender.

- **Motivation** - Select the offender's motivation for the incident from the list. These options are defined by an administrator in the DISMOTIV lookup table.
 - **Trigger** - Select the event that occurred just prior to the incident that triggered the disciplinary event. These options are defined by an administrator in the DISTRIG lookup table.
 - **Injury Level** - If the offender was injured in the incident, select the injury level from the list. These options are defined by an administrator in the INJURLEV lookup table.
 - **Medical Treatment Required** - Select the check box if the offender needed medical treatment as a result of the incident.
 - **Injury Description** - Type a description of the offender's injury, if any.
 - **Offender Details** - Type any additional details about the offender.
 - **Referral Details** - Type any information regarding the referral of the offender.
 - **Flags** - Click the **Flags** button and select any flags that apply specifically to this offender (Violence, Hate Crime, Police Report, Property Damage, Alcohol, Drugs, Gang, Weapon), then click **OK**. These flags are used on Discipline reports.
 - **Permanent Record** - Select the check box to include the incident on the offender's permanent record (if the offender is a student). End of Year Processing deletes any non-permanent record entries.
 - **IDEA** - Select the check box if the offender qualifies for special education services under the Individuals With Disabilities Education Act (IDEA).
 - **IDEA Caused** - Select the check box if the incident was a manifestation of the offender's disability.
 - **Arrest Code** - If the offender was arrested as a result of the incident, select the arrest code from the list. These options are defined by an administrator in the DISARREST lookup table.
 - **Adjudication** - Select any adjudication related to the incident from the list. These options are defined by an administrator in the DISADJUD lookup table.
 - **Parent Notified** - If the offender's parent was notified about the incident, select an option from the list. These options are defined by an administrator in the DISPARNT lookup table.
7. Click **Add**. The dialog box closes and the offender is added to list on the **Offenders** tab.
 8. Repeat this procedure to add more offenders to the incident, as needed.
 9. Click **Save Progress**.
 10. When you finish, click **Next** or click the [Infractions](#) tab to continue adding or editing the incident.

Edit Offender Information


You can edit details of a student or other individual who has been added as an offender to an incident record, as follows:

1. Follow the steps to [add](#) or [edit](#) a discipline incident.
2. Click the **Offenders** tab. Any offenders associated with the incident are shown in the list.
3. Click the **Edit** icon or double-click the row for the offender whose information you want to edit. The **Edit Offender** dialog box appears.

4. Update the information, as needed.
5. Click **OK**.

Delete an Offender

You can remove offenders from an incident record, as follows:

1. Follow the steps to [add](#) or [edit](#) a discipline incident.
2. Click the **Offenders** tab. Any offenders associated with the incident are shown in the list.
3. Click the **Delete** icon  in the far right column for the individual you want to delete. A confirmation message appears.
4. Click **OK**. The offender is removed from the incident.

Infractions

When you add or edit a discipline incident, you can add infractions to the Infractions tab. You can add multiple infractions to an incident, as needed, and associate each infraction with one or more offenders.

Infraction codes are defined by administrators in the [Discipline Infraction Codes](#) section of the Policy Manager. The default Demerits and Hours Detention specified when the code was set up can be overridden when adding an infraction to an incident.

See the following procedures for more information:

- [Add an Infraction](#)
- [Edit an Infraction](#)
- [Change an Offender's Primary Infraction](#)
- [Delete an Infraction](#)

Add an Infraction

You can add multiple infractions to a discipline incident. However, you must [add at least one offender](#) to the incident before you can add infractions.

To add one or more infractions to a discipline incident, perform the following steps:

1. Do one of the following:
 - Follow the steps to [add](#) or [edit](#) a discipline incident, click the **Infractions** tab, then click the **Add Infraction** button.
 - Select a discipline incident in the Discipline Incident Log or Student record Discipline tab, click the **Add New** button, then click **Infraction**.

The Add Infractions dialog box appears.

Add Infractions

By Category: All Search Infraction..

Infraction Name	Demerits	Hours of Detention
<input checked="" type="checkbox"/> I1	7	5
<input type="checkbox"/> I2	5	3

Apply to Offenders:

- ☒ All
- ☒ Matthew Bigger
- ☒ Cameron Alpers

Infraction Details:

Demerits and Hours of Detention associated with selected infractions can be modified for individual offenders in Edit view.

Reset All Cancel Add

2. To search for an infraction, do one or both of the following:

- Select an infraction category from the **By Category** list. These options are defined by an administrator in the DISINFCAT lookup table.
- Type text in the **Search Infraction** box, then click the **Search** icon.

The list of infractions is updated to match your criteria.

3. Select check boxes next to each infraction that you want to add to the incident.
4. Select check boxes next to each offender to which you want the selected infractions to apply.
5. Type details of the infractions in the **Infraction Details** text box.
6. Click **Add**. Depending on how you started the procedure, either the Infractions tab appears, or the Discipline Incident Log.

Offender	Primary	Infraction	Local Code	Demerits	Hours Detention	Actions
Briana Edwards				Total: 1	Total: 8	
	<input checked="" type="checkbox"/>	Fighting	FIGHT	1	8	
	<input checked="" type="checkbox"/>	Insubordination	INSUB	0	0	
Gary Hudson				Total: 1	Total: 10	
	<input checked="" type="checkbox"/>	Fighting	FIGHT	1	8	
	<input checked="" type="checkbox"/>	Insubordination	INSUB	0	2	

7. Repeat this procedure to add more infractions to the incident, as needed.
8. To change the default demerits or hours of detention associated with the infractions, follow the steps to [edit the infraction](#).
9. To change the primary infraction for an offender, follow the steps to [change an offender's primary infraction](#).
10. When you finish, click **Next** or click the [Responses](#) tab to continue adding or editing the incident.

Edit an Infraction

You can edit details of any infractions that have been added to a discipline incident. Complete the following procedure if you need to edit the number of demerits or hours of detention given to a specific offender for the infraction, or edit the infraction details entered for a specific offender.

1. Do one of the following:
 - Follow the steps to [add](#) or [edit](#) a discipline incident, click the **Infractions** tab, expand an offender's name, then click the **Edit** icon in the infraction row you want to edit.
 - In the Discipline Incident Log or Student record Discipline tab, expand a discipline incident to view the associated infractions, then click the **Edit** icon in the infraction row you want to edit.

The Edit Infraction dialog box appears.

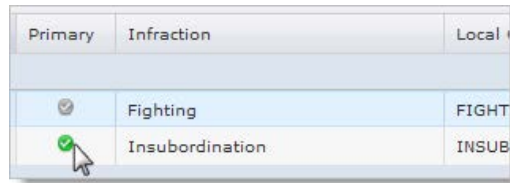
2. Click the arrow icon next to an offender's name, or click **Expand All** to display infraction fields for all offenders.
3. Edit the following information for each offender, as needed:
 - **Infractions Details** - Type details of the infraction for the specific offender.
 - **Demerits** - Type the number of demerits given to the offender. This will override the default demerits associated with the infraction code.
 - **Hours of Detention** - Type the number of hours of detention given to the offender. This will override the default detention hours associated with the infraction code.
4. To remove the infraction for a specific offender, clear the check box next to their name.
5. Click **OK**.

Change an Offender's Primary Infraction

If you have added more than one infraction to a discipline incident, you can identify which infraction is the primary infraction for each offender. You can perform this procedure on the Infractions tab when adding or editing a discipline incident only. You cannot do this directly in the Discipline Incident Log or the Discipline tab on a Student page.

To change an offender's primary infraction, do the following:

1. Follow the steps to [add](#) or [edit](#) a discipline incident, then click the **Infractions** tab.
2. Expand an offender's name to view infractions.
3. In the relevant infraction row, click the check mark icon in the **Primary** column.



Primary	Infraction	Local
	Fighting	FIGHT
	Insubordination	INSUB

4. Continue to add or edit the incident, or click **Finished**.

Delete an Infraction

You can delete an infraction from a discipline incident if it is no longer needed. You can choose whether to delete an infraction for a specific offender or for all offenders.

Delete an Infraction for a Specific Offender Only

1. Follow the steps to [add](#) or [edit](#) a discipline incident, then click the **Infractions** tab.
2. Expand an offender's name to view infractions.
3. Click the **Delete** icon in the infraction row you want to delete. A confirmation message appears.
4. Click **OK**. The following actions occur:
 - The infraction is deleted for the selected offender only.
 - The selected offender is not deleted from the incident.
 - If the deleted infraction had a response for the selected offender only, the response is deleted.
5. Repeat this procedure to delete any other infractions.

Delete an Infraction for all Offenders

1. In the Discipline Incident Log or Discipline tab on a Student page, expand a discipline incident to view the associated infractions.
2. Click the **Delete** icon in the infraction row you want to delete. A confirmation message appears.
3. Click **OK**. The following actions occur:
 - The infraction is deleted for all offenders.
 - If the infraction had responses associated with it, they are deleted from the incident.
 - If this was the only infraction for an offender, the offender is deleted from the incident.
4. Repeat this procedure to delete any other infractions.

Responses

When you add or edit a discipline incident, you can add responses to the Responses tab. You can add multiple responses to an incident, as needed, and associate each response with one or more offenders and one or more infractions.

You can add responses to existing discipline incidents from either the Discipline Incident Log or Discipline tab on a Student page. Response codes are defined by administrators in the [Discipline Response Codes](#) section of the Policy Manager.

Administrators can use the **Limit Response Codes based on selected Infraction** setting in the [Discipline Options](#) section of the Policy Manager to specify that only a response code that has been associated with the selected infraction can be selected when adding a discipline incident response.

See the following procedures for more information:

- [Add a New Incident Response](#)
- [Modify an Incident Response](#)
- [Change an Offender's Primary Response](#)
- [Delete an Incident Response](#)

Add a New Incident Response

You can add multiple responses to a discipline incident. However, you must [add at least one offender](#) and [add at least one infraction](#) to the incident before you can add a response.

To add one or more responses to a discipline incident, perform the following steps:

1. Do one of the following:
 - Follow the steps to [add](#) or [edit](#) a discipline incident, click the **Responses** tab, then click the **Add Response** button.
 - Select a discipline incident or infraction in the Discipline Incident Log or Discipline tab on a Student page, click the **Add New** button, then click **Response**.

The Add Response dialog box appears.

Add Response

Apply to Infractions:

☐ All
☐ Fighting
☐ Insubordination

Apply to Offenders:

☐ All
☐ Briana Edwards
☐ Gary Hudson

Response Details

Response: Detention (DET)
Start Date:
End Date:
Days of Removal:
Response Details:
Responsible Staff:
Other Responsible Party:
☐ Keep on permanent record
☐ Is Completed?
Hearing Date:
Review Date:
Police Report #:
Law Enforcement Result: -none-
Move Destination:
Other Actions:
☐ Mark Student as absent due to suspension
Student is receiving education services during suspension or expulsion: -none-

Reset All Cancel Add

2. In the **Apply to Infractions** section, select check boxes next to the infractions to which you want this response to apply. (Required)
3. In the **Apply to Offenders** section, select check boxes next to the offenders to which you want this response to apply. (Required)
4. Enter the following information in the **Response Details** section:
 - **Response** - Select the response code that applies to this response from the list. Response codes are defined by the administrator in the Policy Manager.
 - **Start Date** - Type the start date of the response, or select the date from the shortcut calendar. (Required)
 - **End Date** - Type the end date of the response, or select the date from the shortcut calendar. If the response applies to a single date only, enter the same date in both boxes.
 - **Days of Removal** - Type the number of days the offender will be removed from school, if applicable.
 - **Response Details** - Type details of the response in the text box.
 - **Responsible Staff** - Click in the text box or click the **Find** icon, then select the member of staff who is responsible for the response from the Select a Teacher dialog box.
 - **Other Responsible Party** - If another person or agency is responsible for the response, type the name in the text box.
 - **Keep on permanent record** - Select the check box to include the response on the offender's permanent record (if the offender is a student). End of Year Processing deletes any non-permanent record entries.

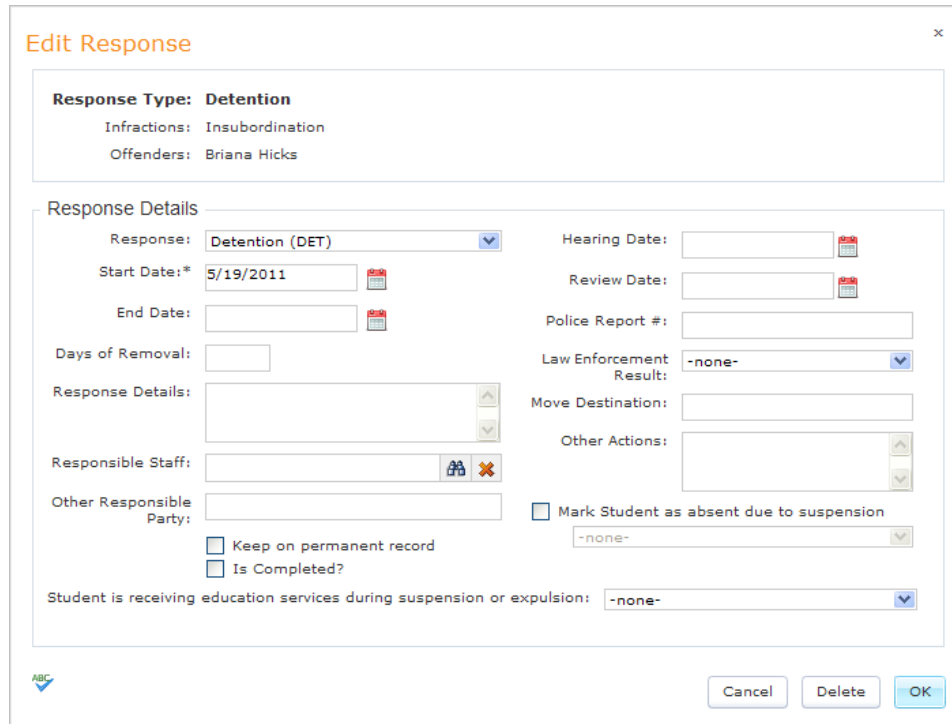
- **Is Completed** - Select the check box if the response has been completed by the student, such as a detention or suspension.
 - **Hearing Date** - Type the date of any hearing related to the response, or select the date from the shortcut calendar.
 - **Review Date** - Type the date of any review related to the response, or select the date from the shortcut calendar.
 - **Police Report #** - Type the number of the police report associated with the response, if applicable.
 - **Law Enforcement Result** - Select the result of any law enforcement response to the incident from the list. Options are defined by an administrator in the DISLER lookup table.
 - **Move Destination** - If the offender was moved in response to the infraction(s), type a description of the destination in the text box.
 - **Other Actions** - Type details of any other actions taken in response to the infraction(s).
 - **Mark student absent due to suspension** - Select this check box to mark the student as absent for the duration of the response, then select an attendance code from the list. This option enters absences due to suspension in the student's attendance record for the date range specified by the Start Date and End Date fields. This check box can be selected when working at the school level only; it is not available for selection at the district level.
 - **Student is receiving education services during suspension or expulsion** - If the student will continue to receive education services, such as Special Ed services, during suspension or expulsion, select the relevant service from the list. Options are defined by an administrator in the DISCONSER lookup table.
5. Click **Add**. The dialog box closes and the response is added to the list of responses in the relevant page.
 6. Repeat this procedure to add more responses to the incident, as needed.
 7. When you finish, click **Next** or click the [Victims](#) tab to continue adding or editing the incident.

Modify an Incident Response

You can edit details of any responses that have been added to a discipline incident.

1. Do one of the following:
 - Follow the steps to [add](#) or [edit](#) a discipline incident, click the **Responses** tab, expand an offender's name, then click the **Edit** icon in the response row you want to edit.
 - In the Student record **Discipline** tab, click an incident to display responses in the bottom half of the page, then click the **Edit** icon in the response row you want to edit.

The Edit Response dialog box appears.



Edit Response

Response Type: Detention
 Infractions: Insubordination
 Offenders: Briana Hicks

Response Details

Response: Detention (DET) ▼
 Start Date: 5/19/2011 [calendar icon]
 End Date: [calendar icon]
 Days of Removal: [text box]
 Response Details: [text box]
 Responsible Staff: [text box] [add icon] [remove icon]
 Other Responsible Party: [text box]
☐ Keep on permanent record
☐ Is Completed?
 Student is receiving education services during suspension or expulsion: -none- ▼

Hearing Date: [calendar icon]
 Review Date: [calendar icon]
 Police Report #: [text box]
 Law Enforcement Result: -none- ▼
 Move Destination: [text box]
 Other Actions: [text box]
☐ Mark Student as absent due to suspension
 -none- ▼

Cancel Delete OK

2. Edit the response information, as needed.
3. Click **OK**.

Change an Offender's Primary Response

If you have added more than one response to an infraction for a specific offender, you can identify which response is the primary response. You can perform this procedure on the Responses tab when adding or editing a discipline incident only. You cannot do this directly in the Discipline Incident Log or the Discipline tab on a Student page.

To change an offender's primary response, do the following:

1. Follow the steps to [add](#) or [edit](#) a discipline incident, then click the **Infractions** tab.
2. Expand an offender's name to view infractions and responses.
3. In the relevant response row, click the check mark icon in the **Primary** column.

Primary	Response	Start Date
<input type="radio"/>	Expulsion	5/18/2011
<input checked="" type="radio"/>	Detention	5/19/2011

4. Continue to add or edit the incident, or click **Finished**.

Delete an Incident Response

To delete an incident response, perform the following steps:

1. Do one of the following:

- Follow the steps to [add](#) or [edit](#) a discipline incident, then click the **Responses** tab to display all responses, grouped by offender and infraction.
 - In the Student record **Discipline** tab, click an incident to display responses in the bottom half of the page.
2. Click the **Delete** icon in the response row you want to delete. A confirmation message appears.
 3. Click **OK**. The response is removed from the relevant page.

Victims

You can record details of any victims of a discipline incident on the Victims tab. Adding a victim is optional when adding a discipline incident. For example, some incidents, such as insubordination, might not have any victims.

See the following procedures for more information:

- [Add a Victim](#)
- [Edit a Victim's Information](#)
- [Delete a Victim](#)

Add a Victim

To add any victims to the discipline incident, do the following:

1. Follow the steps to [add](#) or [edit](#) a discipline incident.
2. Click the **Victims** tab. Any victims already associated with the incident are shown in the list.

3. Click the **Add Victim** button. The Add Victim dialog box appears.


4. If the victim is a student, click the **Find Student** button, find the student you want to add, then click the **Add** button.

The fields in the **Victim Profile** section are populated with information from the student's record and Current Student is selected from the **Relation to School** list. You cannot change this information. Go to step 6 to continue.

5. If the victim is not a student, enter the following information in the **Offender Profile** section:
 - **First Name/Last Name** - Type the victim's first and last name in the text boxes.
(Required)
 - **Gender** - Select the victim's gender, either **Male** or **Female**.
 - **Is Hispanic** - Select the check box if the victim is Hispanic.
 - **Primary Ethnicity** - Select the victim's primary ethnicity from the list.
 - **Relation to School** - Select an option from the list to indicate the victim's relationship with the school. These options are defined by an administrator in the DISVICT lookup table.
 - **Other** - If the victim's relationship with the school is not listed, type text to describe the relationship in this text box.
6. Enter the following information in the **Victim Details** section (all fields are optional):
 - **Comments** - Type any relevant information that will assist the incident responders or anyone reading the incident details.
 - **Injury Level** - If the victim was injured in the incident, select the injury level from the list. These options are defined by an administrator in the INJURLEV lookup table.
 - **Medical Treatment Required** - Select the check box if the victim needed medical treatment as a result of the incident.
 - **Injury Description** - Type a description of the victim's injury, if any.
7. Click **Add**. The victim is added to the list on the **Victims** tab.
8. Repeat this procedure to add more victims to the incident, as needed.
9. When you finish, click **Next** or click the **Witnesses** tab to continue adding or editing the incident.


Edit a Victim's Information

To edit a victim's information, do the following:

1. Follow the steps to [add](#) or [edit](#) a discipline incident.
2. Click the **Victims** tab. Any victims already associated with the incident are shown in the list.
3. Click the **Edit** icon  in the victim row you want to edit. The Edit Victim dialog box appears.
4. Update the victim's details, as needed.
5. Click **OK**.

Delete a Victim

To delete a victim from an incident, do the following:

1. Follow the steps to [add](#) or [edit](#) a discipline incident..
2. Click the **Victims** tab. Any victims already associated with the incident are shown in the list.
3. Click the **Delete** icon  in the victim row you want to delete. A confirmation message appears.
4. Click **OK**. The victim is deleted.

Witnesses

You can record details of any witnesses of a discipline incident on the Witnesses tab. Adding a witness is optional when adding a discipline incident. For example, some incidents might not have any witnesses.

See the following procedures for more information:

- [Add a Witness](#)
- [Edit a Witness Information](#)
- [Delete a Witness](#)

Add a Witness

After you define an incident, if witnesses are involved, add them to the discipline incident record using this procedure.

1. Follow the steps to [add](#) or [edit](#) a discipline incident.
2. Click the **Witnesses** tab. Any witnesses already associated with the incident are shown in the list.

Edit Incident

« Back to Discipline Incident Log
Incident: ID #4

1.Incident 2.Offenders 3.Infractions 4.Responses 5.Victims **6.Witnesses**

+ Add Witness Save Progress Cancel « Previous Finished

Witness Name	Status	Actions
Neil Clarke	Current Student	

3. Click the **Add Witness** button. The Add Witness dialog box appears.

Add Witness

Witness Profile

Find Student

First Name: Last Name:

Gender: ☐ Male ☐ Female

Is Hispanic: ☐ Primary Ethnicity: Asian (2)

Relation to School: Current Student (1) other:

Witness Details

Comments:

Reset All Cancel Add


4. If the witness is a student, click the **Find Student** button, find the student you want to add, then click the **Add** button.

The fields in the **Witness Profile** section are populated with information from the student's record and Current Student is selected from the **Relation to School** list. You cannot change this information. Go to step 6 to continue.

5. If the witness is not a student, enter the following information in the **Offender Profile** section:
 - **First Name/Last Name** - Type the witness' first and last name in the text boxes. (Required)
 - **Gender** - Select the witness' gender, either **Male** or **Female**.
 - **Is Hispanic** - Select the check box if the witness is Hispanic.
 - **Primary Ethnicity** - Select the witness' primary ethnicity from the list.
 - **Relation to School** - Select an option from the list to indicate the witness' relationship with the school. These options are defined by an administrator in the DISVICT lookup table.
 - **Other** - If the witness' relationship with the school is not listed, type text to describe the relationship in this text box.
6. Type any witness information that will assist the incident responders, such as the witness' statement, in the **Comments** text box. (Optional).
7. Click **Add**. The witness is added to the list on the **Witnesses** tab.
8. Repeat this procedure to add more witnesses to the incident, as needed.
9. When you finish, click **Save Progress**.


Edit a Witness' Information

To edit a witness' information, do the following:

1. Follow the steps to [add](#) or [edit](#) a discipline incident.
2. Click the **Witnesses** tab. Any witnesses already associated with the incident are shown in the list.
3. Click the **Edit** icon  in the witness row you want to edit. The Edit Witness dialog box appears.
4. Update the witness details, as needed.
5. Click **OK**.

Delete a Witness

To delete a witness from an incident, do the following:

1. Follow the steps to [add](#) or [edit](#) a discipline incident.
2. Click the **Witnesses** tab. Any witnesses already associated with the incident are shown in the list.
3. Click the **Delete** icon  in the witness row you want to delete. A confirmation message appears.
4. Click **OK**. The witness is deleted.

Manage a Student's Discipline Incidents

The Students page Discipline tab lists any discipline incidents with which a student is associated as an [offender](#), and any infractions or responses associated with those incidents.

The procedures for viewing, updating, or adding a student's discipline incidents, infractions, and responses are the same as if you access the **Discipline Incident Log** from the **View** menu and work from there. For more information and a full list of tasks, see the [Discipline Incidents](#) section.

To view a student's discipline incidents, perform the following steps:

1. Sign in to your school or district for the current year.
2. Go to **View > Students**.
3. Find the student whose discipline incidents you want to view.
4. Click the **Discipline** tab.

Students New Student Enroll Existing Student Alerts No Photo Available

Baker, Taylor
Student ID: 101132 (2662)
Grade: 03, Female, Age 9, Class Of N/A

SOR: All Saints Catholic School (GD3609) [14]
Status: Active
Team: N/A

2011 SOR: All Saints Catholic
Team: N/A

General Attendance Citizenship Confidential Photos Grade History Grades Graduation Enrollment Requests Schedule

Plan Activities & Awards Services & Guidance Programs Health Transportation Discipline Notes ELA Test Scores Contacts

Date Range: All Dates Add New Expand All Refresh

Incident (Infractions)	Date Occurred	School	Location	Reported By	Demerits	Hrs Detention	Actions
▶ graffiti (1)	5/12/2011	All Saints Catholic School	Playground	Administrator	7	5	


Showing 1 to 2 of 2 Show 10 per page Page: 1 of 1

☐ Show only responses for selected infraction

Date	End Date	Response	Resp. Staff	Perm	Comment	Actions
5/17/2011		Handbook Violation		True		

The following information is displayed:

- The top half of the page lists any discipline incidents in which the student is identified as an offender.
 - The bottom half of the page lists any responses to the student's incidents.
5. Do the following, as needed:
 - To view the infractions associated with an incident, click the arrow icon in the far left column of an incident row, or click **Expand All** to view all infractions.
 - To add a new discipline incident for the student, click the **Add New** button, select **Incident**, then follow the steps in [Add a New Discipline Incident](#).
 - To add a new response to an incident, select an incident, click the **Add New** button, select **Response**, then follow the steps in [Add a New Incident Response](#).
 - To add a new infraction, select an incident, click the **Add New** button, select **Infraction**, then follow the steps in [Add an Infraction](#).
 - To view or edit details of an existing incident, infraction, or response, click the **Edit** icon in the relevant row.

- To delete an existing incident, infraction, or response, click the **Delete** icon  in the relevant row.
- To filter or export the list of discipline incidents, see the relevant procedures in the [View Discipline Incidents](#) section.

Discipline Reports

The following built-in Discipline reports are available in Pinnacle SIS:

Report	Description
Discipline History by Infraction (8051)	Lists details of any discipline incidents for the specified infraction, including the date, offenders, responsible staff, and location.
Discipline History by Student (8050)	Provides details of infractions, organized by student. Infraction responses and comments can be included on the report, as needed. The report can be filtered by date, student, student group, counselor, grade, gender, ethnicity, and number of infractions.
Discipline Incident Detail (8055)	Shows all details of an incident, including all involved parties, comments, and responses, along with appropriate dates. You can run this report at the district or school level.
Discipline Incident Log (8053)	Lists details of incidents for the specified date range, including details of offenders and responsible staff.
Discipline Incidents by Teacher (8052)	Lists details of incidents reported by a specified teacher or all teachers for the specified date range.
Discipline Statistics (8054)	Generates a statistical analysis of discipline incidents, including breakdowns by grade level, gender, location, and ethnicity.

Discipline History by Infraction (8051)

This report lists details of any discipline incidents for the specified infraction codes. The report can be filtered by date range, incident location, and staff member who reported the incident.

Run the Report

To generate this report, do the following:

1. From the **Reporting** menu, click **Reports**. The Reports page appears.
2. Click **Discipline History by Infraction (8051)** in the **Discipline** section of the Reports page. The Report Viewer dialog box appears.
3. Select the **Incident Locations** for which you want to run the report from the list, or select **Select All** to run the report for all locations. (Required)
4. Select the **Infraction Codes** for which you want to run the report from the list, or select **Select All** to run the report for all codes. (Required)
5. Select the following options for running the report, as required:
 - **Beginning Date/End Date** - To include discipline incidents that occurred in a specified date range only, type dates in one or both text boxes, or select dates from the shortcut calendar.
 - **Teacher/Staff Member** - To include discipline incidents reported by a specific teacher or staff member only, select a name from the list.
6. Click the **View Report** button. The report is generated.

For more information on printing, exporting, or working with the report after generation, see About Reports in the SIS online Help.

Columns

The following table lists the columns of data displayed on this report:

Column	Description
Date	Date on which the incident occurred.
Student	Name of the offender (Last Name, First Name, Middle Name).
Reported By	Name of the teacher or staff member who reported the incident (Last Name, First Name).
Location	Location at which the incident occurred.
Flags	Any flags associated with the incident.

Example

The following is an example of the Discipline History by Infraction (8051) report:

The screenshot shows a web browser window titled "Report Viewer - Windows Internet Explorer". The address bar displays the URL: http://sis08.ed.local/Pinnacle/SIS/ReportViewer.aspx?ReportPath=%2FPinnacle+SIS+Reports+--+QA%2FDiscipline%2FDiscipline+History+by+Infraction_8051.

The report parameters are as follows:

- Beginning date: 9/7/2010
- End date: 3/15/2011
- Teacher/ staff member: not specified
- Incident Location(s): AUD auditorium, BATHB boys
- Infraction Code(s): I1 I1

A "View Report" button is located to the right of the parameters.

The report content is titled "St. Francis High School History of Discipline Incidents by Infraction" with the subtitle "Incidents reported beginning 9/7/2010 ending 3/15/2011".

Date	Student	Reported by	Location	Flags
I1 Code status: Valid				
1/3/2011	Acre, Brandon Mason	Brinka, Carol	auditorium	
Total count of I1 Incidents			1	

At the bottom of the report, the following text is displayed:

Copyright (C) 2011 GlobalScholar for Pinnacle SIS Page 1 of 1 3/15/2011 3:05:32 PM

Discipline History by Student (8050)

This report lists details of discipline incidents, organized by student. The report can be filtered by date, student, student group, counselor, grade, gender, ethnicity, and number of infractions. You can choose whether to include comments and infraction response details on the report.

Run the Report

To generate this report, do the following:

1. From the **Reporting** menu, click **Reports**. The Reports page appears.
2. Click **Discipline History by Student (8050)** in the **Discipline** section of the Reports page. The Report Viewer dialog box appears.
3. Select the student enrollment statuses for which you want to run the report from the **Status** list, or select **Select All** to run the report for all students. Only students with the selected enrollment statuses will be listed on the report. (Required)
4. Select the following options for running the report, as required:
 - **Counselor** - To include students assigned to a specific guidance counselor only in the report, select the counselor's name from the list.
 - **Grade Level** - To include only offenders in a specified grade level on the report, select a grade from the list.
 - **Gender** - To include students of a specific gender only on the report, select a gender from the list.
 - **Include Comments** - Select Yes or No to indicate whether to include comments on the report.
 - **Include Responses** - Select Yes or No to indicate whether to include responses on the report.
 - **Single Student** - To run the report for a specific student only, select the student's name from the list, or select All Students.
 - **Student Group** - To include students who are members of a specific student group only in the report, select the name of a student group from the list.
 - **From/Through** - To include discipline incidents that occurred in a specified date range only, type dates in one or both text boxes, or select dates from the shortcut calendar. Select the NULL check boxes if you do not want to specify a date.
 - **Primary Ethnicity** - To include only offenders of a specific ethnicity, select a primary ethnicity from the list.
 - **Infractions per Student Minimum** - Type the minimum number of infractions that must have been committed by a student for them to be listed on the report.
5. Click the **View Report** button. The report is generated.

For more information on printing, exporting, or working with the report after generation, see About Reports in the SIS online Help.

Columns

The following table lists the data displayed on this report:

Column	Description
Date	Date on which the incident occurred.
Incident Description	Infraction description.
Location of Incident	Location and school at which the incident occurred.
Flags	Flags associated with the incident.
Reported By/Resp	Name of the teacher or staff member who reported the incident.
Incident	Incident description.
Comments	Any comments associated with the incident.
Response Dates	Start date and end date of the infraction response.
Response Details	Description of the infraction response.
Response	Infraction response code and description.
Response Staff	Name of the teacher or staff member who is responsible for the response.
Response Comment	Any comments associated with the infraction response.

Example

The following is an example of the Discipline History by Student (8050) report:

Report Viewer - Windows Internet Explorer

http://es06.ed.local/Pinnacle/SIS/8050/ReportViewer.aspx?ReportPath=%2FPinnacle+SIS+Reports+-+QA%2FDiscipline%2DHistory+by+Student_8050

Single student: All students (dropdown) Counselor: Not specified (dropdown) View Report

Student Group: Not specified (dropdown) Grade Level: Not specified (dropdown)

From: 9/7/2010 (calendar) NULL (checkbox) Gender: Not specified (dropdown)

Through: 3/15/2011 (calendar) NULL (checkbox) Status: Active, Pre-enrolled, Inactive, (dropdown)

Include Comments: Yes (dropdown) Primary Ethnicity: Not specified (dropdown)

Include Responses: Yes (dropdown) Infractions per student minimum: 0 (text box)

1 of 1 100% Find Next Select a format Export

Discipline History by Student

Incidents reported beginning 9/7/2010 ending 3/15/2011

Aboudib, Angela T ID: 20272 Age: 14 Ethnicity: Caucasian
Current status: Inactive Grade: 09 at Holy Family School Counselor: n/a

Date	Incident Description	Location of Incident	Flags	Reported by / Resp
1/13/2011	It	boys' bathroom at Holy Family School		Allard, Kathleen

Incident: New infra
Comments:

Acre, Brandon Mason ID: 123456789012345678901234567890123 Age: 16
Ethnicity: Caucasian
Current status: Inactive Grade: 09 at St. Francis High School Counselor: n/a

Date	Incident Description	Location of Incident	Flags	Reported by / Resp
1/3/2011	It	auditorium at SFHS		Brinks, Carol

Incident: test
Comments: test
Response Dates: 1/4/2011 - 1/20/2011

Done Internet 100%

Discipline Incident Detail (8055)

This report shows details of the selected discipline incidents, including all involved parties, comments, and responses. The report can be filtered by date and incident. You can choose whether to include information about offenders, witnesses, and victims on the report.

You can run this report at either the district or school level.

Run the Report

To generate this report, do the following:

1. From the **Reporting** menu, click **Reports**. The Reports page appears.
2. Click **Discipline Incident Detail (8055)** in the **Discipline** section of the Reports page.

The Report Viewer dialog box appears and the report is generated automatically, listing details of all discipline incidents.

3. To filter the report, select options from one or more of the following lists, as required:
 - **School** - Select the school for which you want to run the report. (Required at the district level. Not displayed at the school.)
 - **Begin Date/End Date** - If you want to include incidents that occurred within a specified date range only, type dates in the Begin and End Date fields, or select dates from the shortcut calendar.
 - **Incident** - If you want to include only specific types of incidents in the report, select an incident type from the list.
4. To specify which information should be included on the report, select **Yes** or **No** from the following lists:
 - **Show Offenders** - Specify whether to include the offender's name, gender, and associated information on the report.
 - **Show Victims** - Specify whether to include the victim's name, gender, and associated comments on the report.
 - **Show Witnesses** - Specify whether to include the witness' name, gender, and associated comments on the report.
5. Click the **View Report** button. The report is generated.

For more information on printing, exporting, or working with the report after generation, see About Reports in the SIS online Help.

Columns

The following table lists the columns of data displayed on this report:

Column	Description
Discipline Incident ID	Incident ID.
Incident Title	Description of the incident.
Date Occurred	Date on which the incident occurred.
Time Occurred	Time at which the incident occurred.

Time Code	Time of day at which the incident occurred, such as Morning Classes.
Location Code	Code identifying the location at which the incident occurred.
Location Details	Description of the location at which the incident occurred.
Cost of Damages	Dollar value of any damages caused by the incident.
Reported By	Name of the teacher, staff member, or other person who reported the incident
Flags	Any flags associated with the incident.
Comments	Any comments associated with the incident.
Infraction Description	Description of the infraction.
Offender Information - The following information is shown if you chose to show offenders:	
Offender Name	Name of the offender.
Gender	Gender of the offender.
Birth Date	Date on which the offender was born.
Details	Additional offender details specified in the Edit Offender Information dialog box.
Referral Details	Details of any referral of the offender specified in the Edit Offender Information dialog box.
Weapon Details	Details of the weapon used by the offender.
Weapon	Type of weapon used by the offender.
Motivation	Motivation of the offender.
Demerits	Number of demerits given to the offender as a result of the incident.
Detention	Number of hours of detention given to the offender as a result of the incident.
Victim Information - The following information is shown if you chose to show victims:	
Victim Name	Name of the victim of the incident.
Gender	Gender of the victim of the incident.
Comments	Any comments associated with the victim.
Response Information	
Response	Infraction response code and description.
Start Date	Start date of the infraction response.
End Date	End date of the infraction response.
Responsible Staff	Name of the teacher or staff member who is responsible for the response.
Response Details	Description of the infraction response.
Witness Information - The following information is shown if you chose to show witnesses:	
Witness Name	Name of the witness to the incident.
Gender	Gender of the witness to the incident.
Comments	Any comments associated with the victim.

Example

The following is an example of the Discipline Incident Detail (8055) report:

Report Viewer - Windows Internet Explorer

http://sis08.exl.local/Pinnacle/SIS/ReportViewer.aspx?ReportPath=%2FPinnacle+SIS+Reports+--+QA%2FDiscipline%2FDiscipline+Incident+Detail_8055

School: **Immaculate Conception Elementary School 5 GD116** Begin Date: **2/15/2009** [View Report](#)

End Date: **2/15/2011** Show Offenders?: **Yes**

Incident: **Not specified** Show Victims?: **Yes**

Show Witnesses?: **Yes**

1 of 13 100% Find | Next Select a format Export

Immaculate Conception Elementary School 5 GD116

Discipline Incident Detail

For Incident:

Show Victims: Yes

Show Witnesses: Yes

Discipline Incident ID	Incident Title	Date Occurred	Time Occurred	Time Code	Location Code	Location Details
2	Computer Violation	2/3/2010	0		OTHER	other location

Cost of Damages	Reported By	Flags
\$0.00	Anderson, Kyle and Mason, Cindy	

Comments:

Student attempted to bypass the School Content Filter (Websense) 20+ times

Infraction Description:

Discipline Incident ID	Incident Title	Date Occurred	Time Occurred	Time Code	Location Code	Location Details
4	Cheating	1/6/2010	600	120	CLASS	classroom

Cost of Damages	Reported By	Flags
\$0.00	Stein, Raelynn	

Comments:

Cheating on test - discussing answer to come to consensus.

Done Internet 100%

Discipline Incident Log (8053)

This report lists details of any incidents in the discipline incident log. The report can be filtered by grade level or date range and sorted by either grade level or offender name.

Run the Report

To generate this report, do the following:

1. From the **Reporting** menu, click **Reports**. The Reports page appears.
2. Click **Discipline Incident Log (8053)** in the **Discipline** section of the Reports page.
3. Select the **Grade Level** for which you want to run the report. (Required)
4. To include incidents that occurred within a specified date range, type dates in the **Begin Date** and **End Date** fields, or select dates from the shortcut calendars.
5. Select an option to sort the report from the **Sort By** list.
6. Click the **View Report** button. The report is generated.

For more information on printing, exporting, or working with the report after generation, see About Reports in the SIS online Help.

Columns

The following table lists the columns of data displayed on this report:

Column	Description
Date	Date on which the incident occurred.
Incident	Description of the infraction associated with the incident.
Reported By	Name of the teacher, staff member, or other person who reported the incident.
School	Name of the school at which the incident occurred.
Location	Location at which the incident occurred.
Offenders	Names of the offenders who committed the incident.
Grade	Grade level of the offender.
Response	Response code associated with the incident.
Response Start/Response End	Start and end dates of the response.

Example

The following is an example of the Discipline Incident Log (8053) report:

Report Viewer - Windows Internet Explorer

http://sis08.edi.local/Pinnacle/SIS/SIS/ReportViewer.aspx?ReportPath=%2FPinnacle+SIS+Reports+-+QA%2FDiscipline%2FDiscipline+Incident+Log_8053

Grade Level: BeginDate: ☐ NULL

EndDate: ☐ NULL Sort by:

Select a format

St. Francis High School Discipline Incident Log

Incidents reported beginning 9/7/2010 ending 5/23/2011

Date	Incident	Reported by	School	Location	Offenders	Grade	Response	Response Start	Response End
1/3/2011 11		Brinka, C	St. Francis High School	auditorium	Acre, Brandon M	09	Handbook Violation	1/4/2011	1/20/2011
5/16/2011 11			St. Francis High School	cafeteria	Acre, Emily A	09	Handbook Violation	5/9/2011	

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Done Internet 100%

Discipline Incidents by Teacher (8052)

This report lists any incidents reported by the specified teacher during the specified date range.

Run the Report

To generate this report, do the following:

1. From the **Reporting** menu, click **Reports**. The Reports page appears.
2. Click **Discipline Incidents by Teacher (8052)** in the **Discipline** section of the Reports page. The Report Viewer dialog box appears and the report is generated automatically, listing details of discipline incidents reported by all teachers on the current date.
3. Select the following options for running the report, as required:
 - **Begin Date/End Date** - To include incidents that occurred within a specified date range only, type dates in one or both of the date text boxes, or select dates from the shortcut calendars.
 - **Teacher/Staff Member** - To include incidents reported by a specific person only, select the person's name from the list.
4. Click the **View Report** button. The report is generated.

For more information on printing, exporting, or working with the report after generation, see About Reports in the SIS online Help.

Columns

The following table lists the columns of data displayed on this report:

Column	Description
Date	Date on which the incident occurred.
Student	Name of the offender.
Infraction	Description of the infraction associated with the incident.
Location	School and location at which the incident occurred.

Example

The following is an example of the Discipline Incidents by Teacher (8052) report:

Report Viewer - Windows Internet Explorer

Begin date: 5/17/2010 End date: 5/17/2011 View Report

Teacher / Staff member: not specified

1 of 1 Select a format Export

All Saints Catholic School
Discipline Incidents by Teacher / Staff
 Incidents reported from 5/17/2010 through 5/17/2011

Date	Student	Infraction	Location
Reported by: Other			
12/21/2010	Aboudib, Angela T		All Saints Catholic:
12/21/2010	Abram, Bryan		All Saints Catholic:
1/16/2011			All Saints Catholic:
1/16/2011			All Saints Catholic:
5/12/2011	Baker, Taylor	II	All Saints Catholic: PLAY
Count of Incidents reported by Other			5
Reported by: Abee, Therese d 005			
1/5/2011			All Saints Catholic: GYM
Count of Incidents reported by Abee, Therese d			1
Reported by: Smigelski, Tonya M 101908			
1/12/2011	Baker, Taylor		All Saints Catholic: LOCKB
Count of Incidents reported by Smigelski, Tonya M			1

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Done Internet 100%

Discipline Statistics (8054)

This report displays statistics for the discipline incidents recorded in the district, including number of infractions by ethnic code, grade level, and location. The report can be filtered by date.

Run the Report

To generate this report, do the following:

1. From the **Reporting** menu, click **Reports**. The Reports page appears.
2. Click **Discipline Statistics (8054)** in the **Discipline** section of the Reports page. The Report Viewer dialog box appears and the report is generated automatically, listing statistics for all discipline incidents.
3. Select the following options for running the report, as required:
 - **From Date/Through Date** - To include only incidents that occurred within a specified date range, type dates in one or both of these text boxes, or select dates from the shortcut calendars.
 - **Distinct Students Only** - Select an option to include or exclude duplicate students from the report. If you select **Include Duplicates**, a student will be counted multiple times for multiple incidents. If you select **Exclude Duplicates**, a student will only be counted once on the report, even if they have multiple incidents.
4. Click the **View Report** button. The report is generated.

For more information on printing, exporting, or working with the report after generation, see About Reports in the SIS online Help.

Columns

The following table lists the columns of data displayed on this report:

Column	Description
Description	Description of the statistical category. This can be an ethnic code, grade level and gender, or location, depending on the category.
Count of Infractions	Number of infractions in each statistical category.

Example

The following is an example of the Discipline Statistics (8054) report:

The screenshot shows a web browser window titled "Report Viewer - Windows Internet Explorer". The address bar displays the URL: `http://sis08.ext.local/Pinnacle/SIS/ReportViewer.aspx?ReportPath=/Pinnacle SIS Reports - QA/Discipline/Discipline Statistics_8054`. The report interface includes filters for "From date" (9/7/2010) and "Through date" (3/15/2011), with options for "Distinct students only" and "Exclude duplicates". A "View Report" button is present. The report content is titled "All Saints Catholic School Discipline Statistics" and specifies "Incidents reported from 9/7/2010 through 3/15/2011". It features a table with two columns: "Description" and "Count of Infractions". The table lists three categories: "Breakdown by Ethnic Code" (5: Caucasian with count 8), "Breakdown by Grade and Sex" (Grade 03 Sex F with count 1), and "Breakdown by Infraction Location" (boys' locker room with count 2, and gymnasium with count 2). The footer of the report includes the copyright notice "Copyright (C) 2010 GlobalScholar for Pinnacle SIS", the page number "Page 1 of 1", and the timestamp "3/15/2011 4:45:51 PM". The browser's status bar at the bottom shows "Done" and "Internet".

Description	Count of Infractions
Breakdown by Ethnic Code	
5: Caucasian	8
Breakdown by Grade and Sex	
Grade 03 Sex F	1
Breakdown by Infraction Location	
boys' locker room	2
gymnasium	2

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